

NOTICE TO VIRGINIA CORPORATIONS

Congratulations on successfully forming a Virginia corporation. Please take a few minutes to read the information below, which describes several statutory provisions applicable to corporations.

Corporate name: The certificate of incorporation shows the exact name of the corporation as set forth in its articles of incorporation. If the corporation intends to conduct business in Virginia under a name other than its exact name, it must make the required filings under Virginia's fictitious name statutes. See § 59.1-69 *et seq.* of the Code of Virginia.

Registered agent and registered office: Each corporation is required to maintain in Virginia a registered agent and a registered office at which the registered agent may be found during normal business hours. See §§ 13.1-634 and 13.1-637 of the Code of Virginia for stock corporations and §§ 13.1-833 and 13.1-836 of the Code for nonstock corporations. *Court papers served on and notices mailed or delivered to the registered agent at the registered office address are deemed to have been received by the corporation as a matter of law.* Official notices and correspondence from the Commission to the corporation will be mailed to the registered agent.

The corporation may change its registered agent or registered office address on record with the Commission at any time at no cost. Such change can be accomplished only by filing form SCC635/834, a pre-printed form that must be obtained from and filed in the Clerk's Office of the Commission. The corporation must promptly file form SCC635/834 if its registered agent (i) moves his business office, (ii) resigns, dies or ceases to be a resident of Virginia, (iii) ceases to be an officer or director of the corporation (when that was the basis for his qualification as registered agent), or (iv) is a business entity that has its existence canceled or terminated or its authority to transact business in Virginia canceled or revoked.

Annual reports and annual registration fees: On the first day of the second month preceding the month in which the corporation was incorporated, the corporation will be assessed an annual registration fee. For a stock corporation, the fee is based on the number of shares of stock that the corporation is authorized to issue, as stated in the articles of incorporation, as amended, on the assessment date. The annual registration fee for nonstock corporations is \$25.00. Notice of the assessment and an annual report form will be mailed to the corporation's registered agent at the registered office address approximately 15 days after the assessment. The Commission must receive the corporation's annual registration fee payment on or before the last day of the month in which the corporation was authorized to transact business in Virginia (the "due date"), or a penalty will be imposed equal to 10% of the fee (but not less than \$10.00). *Postmarks are not considered.* The corporation's annual report must also be received by the due date. If the annual report is not filed or the annual registration fee is not paid by the last day of the fourth month after the due date, the corporation's existence will be automatically terminated by operation of law. See §§ 13.1-752, 13.1-775 and 13.1-775.1 of the Code of Virginia for stock corporations and §§ 13.1-914, 13.1-936 and 13.1-936.1 of the Code for nonstock corporations.

Voluntary dissolution and termination: A Virginia corporation may voluntarily dissolve and terminate its existence by filing articles of dissolution and articles of termination in the Clerk's Office of the Commission. See §§ 13.1-743, 13.1-750 and 13.1-751 of the Code of Virginia for stock corporations and §§ 13.1-904, 13.1-912 and 13.1-913 of the Code for nonstock corporations. Forms and instructions may be obtained from the Clerk's Office. If termination is completed on or before the annual report due date of any year, the annual registration fee assessed for the year will be canceled. If termination is not completed on or before the due date, the fee must be paid. See § 13.1-615 of the Code of Virginia for stock corporations and § 13.1-815 of the Code for nonstock corporations.

For forms or more information: Contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or visit our web site at www.scc.virginia.gov/clk/index.aspx.

Raising capital: If you intend to solicit money or property from other persons to finance the operation of your business, you may need to first file certain information with the Commission's Division of Securities and Retail Franchising pursuant to the Virginia Securities Act. See § 13.1-501 *et seq.* of the Code of Virginia. For more information, visit www.scc.virginia.gov/srf/lawsregs.aspx or contact the Division of Securities and Retail Franchising, P.O. Box 1197, Richmond, VA 23218-1197, (804) 371-9051.

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